VIA COLLAGE **QUICK START GUIDE**

For Installer

This guide helps you install and use your product for the first time.
For more detailed information, go to **http://bit.ly/Kramer-VIA–collaboration-hub**
to download the latest manual or scan the QR code above.
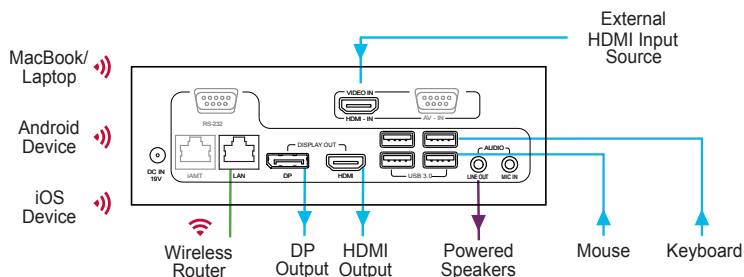

STEP 1: Check What's in the Box

1. **VIA Collage** Collaboration Device
2. Power supply (19V DC) with power cords
3. Quick Start Guide
4. DP to HDMI Adapter

STEP 2: Install the VIA Collage

Place the **VIA Collage** on a table or mount in a rack with optional adapter RK-COLLAGE.

STEP 3: Inputs and Outputs at a Glance

Always switch off the power on each device before connecting it to your **VIA Collage**.

Always use Kramer high-performance cables for connecting AV equipment to the
VIA Collage.

STEP 4: Connect the Unit

- Connect keyboard and mouse
- Connect your main display (dual displays are optional)
- Connect a Local Area Network (LAN) cable for connection to your network or use a router for connection to Wi-Fi
- Connect the power supply
- Turn on the device

STEP 5: Configure VIA Collage

Open the **VIA Collage** menu and click on Features, then on Settings.

Enter password: viaadmin.

The Settings Menu tabs are:

- LAN Settings – Configure your network parameters and apply settings
- Room Name/Code – Manage room code and name preferences
- Configurations – Activate/deactivate PiP, media mode and other options
- System Controls – Manage your display and audio settings, run control panel, etc.
- Wallpaper – Insert a custom wallpaper image
- Third Party Apps – Install/remove third party software applications
- Authentication – Activate presentation mode and define moderator/participant settings
- Streaming Server – Configure your IP streaming server address

After settings are defined, click on reboot button to apply all settings. For more details, read the Settings section in the user manual.

VIA COLLAGE **QUICK START GUIDE**

For User

STEP 1: Connect Your Device to the Proper Network

Connect your device to the same network used by Kramer **VIA Collage** in the specific meeting room (either Wi-Fi or LAN).

STEP 2: Run or Download the Application

MAC or PC

1. Navigate to the embedded Web page of **VIA Collage** by entering the Room Name of the VIA into your computer's browser.

2. Select **Virtual Run** to execute the application only (intended for guests who will be using the VIA once) or select **VIA Installer** to install the VIA application on your computer (intended for regular users of the VIA).

> Welcome to VIA Collaboration Hub,
> please download the latest **VIA Application**
>
> Virtual Run   VIA Installer

iOS / Android

1. Download and install the free VIA App from Apple's App Store or Google's Play Store. Use the QR code above.

STEP 3: Login

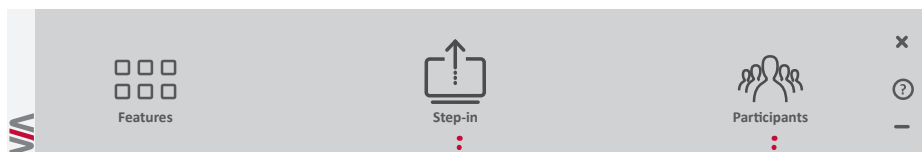| Room Name | 192.168.11.67 |
Nickname	dave
Room Code	QQQ2
	Login

Room Name: Copy the room name as appears in the wallpaper (IP Address).

Nickname: Enter a name for your device.

Room Code: Enter a 4-digit code as it appears in the wallpaper.

Login: Press Login to join the meeting.

STEP 4: Main Menu

Features

Step-in

Participants

✕

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> Click on Step-in™ to put your screen up front
> and on Participants to see who else is connected.

STEP 5: Features

Wireless Connection
Bring your own device (BYOD) and join the session through wireless connection. No dongle is needed.

MultiMedia
Share smooth full motion video (up to 1080p/60), Mp3 files, and photos.

Cloud
Drag and drop files to the cloud to share instantly with everyone in the meeting.

File Transfer
Share a file with one or several collaborators.

Whiteboard
Create, annotate, illustrate, review or highlight the current display.

Start Collaboration
Click to collaborate through a common display, using your own device. Multiple users can interact and control what's happening on the main display at the same time.

Enable Control
Give a participant control over the presenter's MAC® or PC laptops.

Chat
Send a message to a colleague in the meeting.

Web Browser
Open a browser for presenting any content directly from a website.

View Main Display
View the main screen on your own device.

Third Party Apps
Supports office applications and conferencing programs such as Skype®, WebEx®, Go To Meeting®, Lync® and more.

HDMI Input 1
Connect any external HDMI source (camera, DVD, Blu-ray™) and present it over the main screen view.